

MAURICE W. BLANCHETTE
First Selectman

STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

TEL 870-3100 FAX 870-3102
www.ellington-ct.gov

JAMES M. PRICHARD
Deputy First Selectman

LAURIE E. BURSTEIN
A. LEO MILLER, JR.
LORI L. SPIELMAN
RONALD F. STOMBERG
JOHN W. TURNER

MINUTES

BOARD OF SELECTMEN
Monday, January 11, 2010
Town Hall – Meeting Hall

SELECTMEN PRESENT: Maurice Blanchette, Laurie Burstein, A. Leo Miller, James Prichard, Lori Spielman, Ronald Stomberg, John Turner

OTHERS PRESENT: Nicholas DiCorleto, Finance Officer; George Fetko, DPW Director; Ann Marie Conti, Tax Collector; Chuck Pippin, Chief, Crystal Lake Fire Department; Residents: Michael Stupinski, Rick Neal, Walter Moody

I. CALL TO ORDER:

First Selectman Blanchette called the meeting of the Board of Selectmen (BOS) to order at 7:37 p.m.

II. CITIZENS' FORUM:

Rick Neal, 17 Blueberry Circle, asked if rather than bonding money for Silverhurst Farm, why not use the open space money to pay this off and be done with it rather than putting the burden on the taxpayers. He notes that if the open space money cannot be used for development, then his question is answered, but he would like an official answer to this question. Mr. Blanchette said he would investigate and respond to Mr. Neal's concern.

Mr. Neal also stated that he has spoken with many people in Town and because of the understanding of the need for municipal property, all those he has spoken with have said that they would support a tax increase, if a piece of the mill rate is dedicated to municipal property and open space.

Mr. Stupinski noted that it has been protocol that the Citizen's Forum does not include a dialog; it is to hear what citizens have to say, but no response is given or expected from the BOS at that time. Mr. Stupinski also stated that each year money is put into the Capital Improvements Budget for open space, but it is always then cut out of the budget. That is one of the reasons why there was the push for the \$2,000,000 appropriation for farm land preservation.

III. APPROVAL OF MINUTES:

A. December 14, 2009 Special Town Meeting:

MOVED (PRICHARD), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO APPROVE THE SPECIAL TOWN MEETING MINUTES OF DECEMBER 14, 2009.

B. December 14, 2009 Board of Selectmen Meeting:

MOVED (PRICHARD), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN MEETING MINUTES OF DECEMBER 14, 2009.

C. December 28, 2009 Special Board of Selectmen Meeting:

MOVED (PRICHARD), SECONDED (SPIELMAN) AND PASSED [AYE: BURSTEIN/PRICHARD/SPIELMAN/STOMBERG/TURNER; ABSTAIN: MILLER] TO APPROVE THE SPECIAL BOARD OF SELECTMEN MEETING MINUTES OF DECEMBER 28, 2009.

IV. UNFINISHED BUSINESS:

- A. Appointment of Planning and Zoning Representatives to:
1. Permanent Building Committee
 2. Plan of Conservation and Development Implementation Committee

Mr. Blanchette reported that this agenda item will not be addressed at this meeting as additional information is being gathered.

V. NEW BUSINESS:

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ADD TO NEW BUSINESS ITEM H. *REQUEST OF CLFD TO SELL 1984 PUMPER.*

A. Tax Refunds/Abatements:

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$438.29, AS RECOMMENDED BY THE TAX COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED JANUARY, 2010. **(ATTACHED)**

- B. Refunding Bonds Authorization – To consider and act upon a resolution to authorize the issuance of bonds to refund various of the Town's outstanding bonds.

MOVED (TURNER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLUTION OF BOARD OF SELECTMEN AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$4,750,000 REFUNDING BONDS FOR PAYMENT IN WHOLE OR IN PART OF THE OUTSTANDING PRINCIPAL OF AND INTEREST AND ANY CALL PREMIUM ON THE TOWN OF ELLINGTON'S \$7,185,000 GENERAL OBLIGATION BONDS, ISSUE OF 1994 AND \$7,040,000 GENERAL OBLIGATION BONDS, ISSUE OF 1999, AND COSTS RELATED THERETO.

RESOLVED,

- (a) That the Town of Ellington issue its refunding bonds, in an amount not to exceed FOUR MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$4,750,000), the proceeds of which are hereby appropriated: (1) to fund one or more escrows, the balance held in such escrows, together with the investment earnings thereon, to be applied by the Town to the payment in whole or in part, as to be determined by the First Selectman and the Finance Officer, of the outstanding principal of and interest and any call premium on the Town's \$7,185,000 General Obligation Bonds, Issue of 1994 (consisting at original issue of \$3,375,000 Sewer Bonds and \$3,810,000

School Bonds) and \$7,040,000 General Obligation Bonds, Issue of 1999 (consisting at original issue of \$1,650,000 General Purpose Bonds and \$5,390,000 School Bonds), including the payment of interest accrued on said outstanding bonds to the date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 7-370c of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Finance Officer shall keep a record of the bonds and notes. The First Selectman and the Finance Officer are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate a bank or trust company to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to designate the persons to sign such bonds or notes by their manual or facsimile signatures in the name or on behalf of the Town; to designate a law firm to approve the legality of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

(b) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the refunding may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the refunding. The First Selectman and the Finance Officer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(c) That First Selectman and the Finance Officer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(d) That First Selectman and the Finance Officer are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the Town's \$7,185,000 General Obligation Bonds, Issue of 1994 and \$7,040,000 General Obligation Bonds, Issue of 1999, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the Town with underwriters, trustees, escrow agents and others to facilitate the issuance of the refunding bonds, the escrow of the proceeds thereof and investment earnings thereon, and the payment of the outstanding bonds in whole or in part.

(e) That the Board of Selectmen, the First Selectman, the Finance Officer, the Board of Education, the Superintendent of Schools and other proper officers and officials of the Town are each authorized to execute and file all necessary applications, agreements and documents in order to obtain grants and to accept such grants, to the extent available, to defray all or any portion of principal and interest on or to pay issuance costs with respect to the refunding bonds authorized hereby.

(f) That the above authorization to issue refunding bonds shall lapse on June 30, 2010.

C. Public Works Director – Request for Staffing Adjustments

Ms. Burstein voiced concerns regarding the percentage of increase for each individual included in the proposed reclassification from Laborer to Maintainer I. Mr. Fetko explained that these individuals are no longer entry level employees; however, they have been at this level for years. They are functioning at a level well above entry level. Mr. Fetko also noted that no additional funding is being requested from outside of the department.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED [AYE: TURNER/PRICHARD/SPIELMAN/STOMBERG; NAY: BURSTEIN/MILLER] TO RECLASSIFY BENJAMIN PARE, CHARLES BENGSTON AND RICHARD DAUGHERTY FROM LABORER TO MAINTAINER I, AT A RATE OF \$24.48 PER HOUR EFFECTIVE FEBRUARY 1, 2010, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS.

Mr. Miller asked what efficiencies the Lead Custodian reclassification would create. Mr. Fetko stated that having a Lead Custodian, reporting directly to him, will assist him with maintaining the buildings. This person will also be responsible for special projects. He added that he is not increasing staff, but increasing responsibilities.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO RECLASSIFY KIMBERLY GALLICCHIO FROM CUSTODIAN TO LEAD CUSTODIAN AT A RATE OF \$24.05 PER HOUR EFFECTIVE FEBRUARY 1, 2010, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS; FURTHER RESOLVED, TO APPROVE THE JOB DESCRIPTION FOR LEAD CUSTODIAN, AS SUBMITTED. **(ATTACHED)**

D. PZC Recommendation to Accept Town Roads – Extension of Ellsworth Lane and Benjamin Drive (Crestwood Estates IV)

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ACCEPT THE EXTENSION OF ELLSWORTH LANE AND BENJAMIN DRIVE AS TOWN ROADS, AS DEFINED ON THE DEED **(ATTACHED)**, PURSUANT TO PLANNING AND ZONING COMMISSION APPROVAL OF THE CRESTWOOD ESTATES IV SUBDIVISION WHICH INCLUDES THE ABOVE-NOTED ROADS. FURTHER RESOLVED, TO AUTHORIZE THE TOWN PLANNER TO RECORD THE TENDERED DEED IN ACCORDANCE WITH THIS AUTHORIZATION AND THE SUBDIVISION REGULATIONS. FURTHER RESOLVED, TO AUTHORIZE THE TAX COLLECTOR TO ABATE THE TAXES ON THESE ROADS ONCE THE TOWN ASSUMES OWNERSHIP.

E. Resignations:

1. Lori Spielman from Planning and Zoning Commission

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF LORI SPIELMAN FROM THE PLANNING AND ZONING COMMISSION EFFECTIVE DECEMBER 7, 2009.

2. Maurice Blanchette from Board of Education

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF MAURICE BLANCHETTE FROM THE BOARD OF EDUCATION EFFECTIVE DECEMBER 6, 2009.

F. Appointments:

1. Republican Town Committee Recommendation of Appointment to fill Vacancy on Planning and Zoning Commission

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPOINT DAVID STAVENS TO THE PLANNING AND ZONING COMMISSION TO FILL AN UNEXPIRED REPUBLICAN TERM TO DECEMBER 5, 2011, AS RECOMMENDED BY THE REPUBLICAN TOWN COMMITTEE.

2. Republican Town Committee Recommendation of Appointment to fill Vacancy on Board of Education:

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPOINT MICHAEL YOUNG TO THE BOARD OF EDUCATION TO FILL AN UNEXPIRED REPUBLICAN TERM TO NOVEMBER 8, 2011, AS RECOMMENDED BY THE REPUBLICAN TOWN COMMITTEE.

G. Approval to Enter a Bid on Foreclosure Property [69 Crane Road] to Protect Town's Interest:

Mr. Blanchette stated that he invited the Tax Collector, Ann Marie Conti, to the meeting to answer any questions. Ms. Conti confirmed that there are overdue taxes on the property and the proposed bid is to protect the interest of the Town. Ms. Conti noted that this foreclosure is for sale and the Town needs to set a bid so no one under bids and causes the Town to lose the tax money. Mr. Stomberg asked if the Town acquires the property, what would be the next step. Mr. Blanchette said that the BOS would discuss next steps when the issue is presented, but not before, because the details are unknown at this point. Mr. Blanchette stressed that it would not be the intention to keep the property, but it would be the decision of the BOS, should that situation arise. Mr. Blanchette added that the property has been appraised at \$220,000.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO AUTHORIZE THE TOWN ATTORNEY TO ENTER A BID ON FORECLOSURE PROPERTY LOCATED AT 69 CRANE ROAD IN THE AMOUNT OF \$104,000 TO PROTECT THE TOWN'S INTEREST IN THE PROPERTY, AS RECOMMENDED BY THE TAX COLLECTOR AND TOWN ATTORNEY; AND FURTHER TO APPROVE AN ADDITIONAL APPROPRIATION OF \$6,000 FROM UNDESIGNATED FUND BALANCE TO THE 2009-2010 TOWN COUNSEL ACCOUNT TO COVER THE TOWN'S FORECLOSURE FEES, PENDING BOARD OF FINANCE APPROVAL.

H. Request of CLFD to Sell 1984 Pumper:

Mr. Turner noted that although he is not typically in favor of waiving the bidding process, the offer for this pumper is a good offer and should be acted upon. Chief Pippin reported that he has a contact who obtains these types of vehicles and then sells them for the most money possible. Chief Pippin added that he had been advised that this vehicle would sell for \$8,000 and he was very pleased to be able to find a buyer for \$15,000. Mr. Turner confirmed that the deal does not include the Rescue Truck. Chief Pippin stated that the Rescue Truck is also for sale separately.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO WAIVE THE BIDDING PROCESS FOR THE SALE OF THE 1984 PUMPER, AS RECOMMENDED BY THE CRYSTAL LAKE FIRE DEPARTMENT (CLFD) AND AUTHORIZE THE CLFD TO SELL THE 1984 PUMPER THE AMOUNT OF \$15,000. PROCEEDS FROM THE SALE OF THE PUMPER SHALL BE DEPOSITED IN THE GENERAL FUND BALANCE.

VI. ADMINISTRATIVE REPORTS: So noted.

VII. SELECTMEN COMMITTEE REPORTS:

A. Personnel Committee:

1. Resignations: None

2. Recommended Appointments:

MOVED (SPELMAN), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO APPOINT DANIEL URIANO, ASSISTANT PRINCIPAL OF ELLINGTON HIGH SCHOOL, TO THE AD HOC DRUG ABUSE PREVENTION COUNCIL/YOUTH SERVICES ADVISORY BOARD TO AUGUST 31, 2010, REPLACING THE INTERIM ASSISTANT PRINCIPAL, DONALD WAILONIS.

MOVED (SPELMAN), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO APPOINT GARY CHAPLIN TO THE AD HOC DESIGN REVIEW BOARD TO FILL AN UNEXPIRED VACANT TERM TO JUNE 30, 2010.

MOVED (BURSTEIN), SECONDED (SPELMAN) AND PASSED UNANIMOUSLY TO APPOINT GALEN SEMPREBON TO THE CENTRAL REGION TOURISM DISTRICT, INC. TO FILL AN UNEXPIRED VACANT TERM TO JUNE 30, 2011.

Mr. Miller noted that he believes that there is a rule that indicates that reappointments not be made to the Ethics Committee. Discussion was held and it was determined that the stipulation is that reappointment would not be made following a full term, but it would be permitted following a partial term. The motion was adjusted accordingly.

MOVED (PRICHARD), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REAPPOINT ELAINE PONT TO THE ETHICS COMMISSION FOR A FOUR-YEAR TERM TO JANUARY 31, 2014 ON THE CONDITION THAT THE FIRST TERM WAS NOT A FULL FOUR YEAR TERM, AS PERMISSIBLE UNDER THE MOTIONS FOR THIS COMMISSION.

MOVED (BURSTEIN), SECONDED (SPELMAN) AND PASSED UNANIMOUSLY TO REAPPOINT YALE CANTOR AND MELINDA FERRY TO THE HUMAN SERVICES COMMISSION FOR FOUR-YEAR TERMS TO JANUARY 31, 2014.

MOVED (SPELMAN), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO APPOINT MIRIAM UNDERWOOD AND HOCINE BAOUCHE TO THE HUMAN SERVICES COMMISSION FOR FOUR-YEAR TERMS TO JANUARY 31, 2014.

MOVED (SPELMAN), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO REAPPOINT MARY BETH O'NEIL AS AN ALTERNATE MEMBER TO THE INLAND/WETLAND AGENCY FOR A TWO-YEAR TERM TO JANUARY 31, 2012.

MOVED (SPELMAN), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO REAPPOINT BERYL CANTOR TO THE MENTAL HEALTH COUNCIL #15 FOR A THREE-YEAR TERM TO JANUARY 31, 2013.

MOVED (SPELMAN), SECONDED (BURSTEIN) AND PASSED UNANIMOUSLY TO REAPPOINT HUNTER GIROUX, KEVIN HAYES, THOMAS NEESON, MICHAEL PANTUOSCO AND THOMAS STAUFFER TO THE PARKS AND RECREATION COMMISSION FOR FOUR-YEAR TERMS TO JANUARY 31, 2014.

B. Others: None

VIII. SELECTMEN LIAISON REPORTS:

Conservation Commission: Ms. Burstein reported that she attended the Conservation Committee meeting. She noted that there was discussion regarding safer trails for the high school kids to run, sidewalks for the school areas, and several other topics. Mr. Blanchette added that the minutes are available for review on the Town's website.

Housing Authority: Mr. Miller stated that he and Mr. Blanchette recently visited Mr. Yampanis, Housing Authority Executive Director. Mr. Miller noted that Mr. Yampanis is exceptionally qualified for his position and he urged those who may not have met him yet to pay him a visit. Mr. Miller said that Mr. Yampanis indicated that there is a perceived need for additional housing in Town.

Board of Education: Mr. Miller said that he spent a day with the Board of Education at their annual budget meeting. He noted that the presentations were excellent and that most everyone did a great job in justifying what they will be requesting. Mr. Miller also commended Mr. Cullinan for his willingness to not only meet half way, but most of the way, to meet the budget guidelines. Mr. Miller said that Mr. Cullinan is a very good communicator and is excellent at getting his point across.

IX. FIRST SELECTMAN'S REPORT:

- A. 1/4/10 Memo from Finance Officer re: FY Budget

Mr. Blanchette referred to a letter dated January 4, 2010 from Nicholas DiCorleto outlining two accounts that are in need of additional appropriations. He noted that this information will be shared with the Board of Finance regularly to ensure that they are kept up to date. Mr. Miller stated that he would like a monthly variance report. Mr. Blanchette said that this new process should satisfy Mr. Miller's request.

- B. Other:

Mr. Blanchette reported that the safety issue raised at previous BOS meeting regarding the AT&T box located on Main Street has been addressed. Mr. Fetko followed up and reports that AT&T has agreed to relocate the box off of the pole, 15' to the north, placed on a concrete pad with landscaping. This will require permission from the DOT and the abutters. There were two reasons that there was no notification on the placement of the box; (1) it was in the State DOT right of way, and (2) no notice is required by AT&T if the box is located on their pole.

X. CORRESPONDENCE:

- A. 12/30/09 Letter from Superintendent of Schools re: invitation to legislators to attend BOE meeting to discuss legislative issues

Mr. Blanchette referred to a letter dated December 30, 2009 from Superintendent of Schools Stephen Cullinan. Mr. Cullinan extended an invitation to local representatives to attend the January 20, 2010 Board of Education meeting. Mr. Blanchette stated that this is an opportunity to ask questions and listen to what the representatives have to say.

XI. ADJOURNMENT:

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 8:52 P.M.

Submitted by



LouAnn Cannella

Approved by



Maurice Blanchette

TAX COLLECTOR'S REFUNDS/ABATEMENTS				V-A	
JANUARY, 2010					
DOLLAR AMOUNT	PERSON/CORPORATION REFUNDS	MV/PERS. PROP REAL ESTATE	TAX/ASSESSOR REQUESTING DEPT.	YEAR	REASON FOR
\$172.87	HONDA LEASE TRUST	MOTOR VEHICLE	08 ASSESSOR		DOWNGRADE
\$42.57	NISSAN INFINITI LT	MOTOR VEHICLE	08 ASSESSOR		LEASE END
\$192.85	NISSAN INFINITI LT	MOTOR VEHICLE	08 ASSESSOR		DOWNGRADE
\$30.00	TIM POLOSKI CT STATE MARSHAL (Raboin S)	MV MARSHAL FEE	08 TAX OFFICE		OVERPAYMENT
\$438.29	JANUARY REFUND TOTAL				
	ABATEMENTS				
\$0.00	JANUARY ABATEMENT TOTAL				
\$438.29	JANUARY 2010 REFUND AND ABATEMENT TOTAL				
REF:JAN10					

Town of Ellington

DRAFT 12/30/09

Position Description

TITLE:	Lead Custodian	STATUS:	Non-Exempt
DEPARTMENT:	Public Works	BARGAINING UNIT:	Public Works
SUPERVISED BY:	Director of Public Works		

OBJECTIVES

Under the supervision of the Director of Public Works or his/her designee performs lead work at Town buildings (Town Hall, Town Hall Annex, Public Works Department, Parks and Recreation Building, State Police Offices and the Senior Citizens Center, and/or others as assigned) and associated grounds. Programs and operates building control systems and equipment, and directs needed associated work to Town staff and/or hired contractors. Sets up schedules for coverage of after-hours meetings and events. Directs the work of assigned custodian(s).

Performs various custodial duties in the assigned Town buildings, including cleaning offices, bathrooms and other facilities. Empties wastebaskets, vacuums floors, cleans furniture, shelves, etc. Performs other manual work as assigned.

ESSENTIAL FUNCTIONS WITH RESPECT TO THE BUILDINGS AND ASSOCIATED GOUNDS ASSIGNED, UNLESS OTHERWISE NOTED

Leads and trains custodian(s) in performing building operations and various custodial duties.

At DPW Building, assists in office operations, including but not limited to filing, answering resident's questions and phone calls, and working with confidential information.

Operates, trouble shoots and manages building maintenance programs and software including but not limited to office software, HVAC automated software, fire/security and building access systems software.

Maintains a 'building key and access index' for assigned buildings.

Maintains MSDS's related to building supplies.

Manages records and maintains **current** elevator, boiler, and fire extinguisher inspection certificates as required by the State of Connecticut.

Schedules, inspects and oversees contractors during minor building repairs.

Tests emergency generator and fire alarms weekly.

Manages snow removal program on Town sidewalks.

Vacuums carpets and furniture, sweeps and mops floors, cleans bathrooms, rugs and windows, shampoos carpets and replaces supplies.

Cleans furniture, shelves, stairs, walls, sills, etc.; empties wastebaskets, removes rubbish, shovels snow and strips, seals and waxes floors.

Checks boiler, furnace and compressor; opens doors and turns on lights and air conditioning, replaces bulbs, checks roof, mows and waters lawns and rakes leaves and brush; daily flag care.

Shovels ice on walks and entryways during winter months; provides lawn and garden care during the year.

Makes simple repairs to chairs, doors; assembles and moves furniture, paints; puts in air filters, replaces floor tiles and performs minor carpentry work.

Generates list of cleaning and paper supplies for ordering.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and ability to use all materials, methods, and devices used in cleaning operations.

Working knowledge of and ability to use mechanical equipment used in heating and ventilating offices.

Knowledge of the care of custodial equipment and health codes for bathrooms.

Sufficient strength and health to permit the performance of work during long working hours.

Ability to use and maintain simple tools and light powered equipment.

Ability to understand and follow oral and written instructions.

Ability to work under unpleasant working conditions.

Ability to maintain a satisfactory working relationship with others.

Ability to work flexible hours due to night meetings.

REQUIRED EQUIPMENT OPERATION

Ability to operate a vacuum cleaner, wet/dry vacuum, snow blower, mowers, leaf blower and other light powered equipment; drives a pickup truck.

REQUIRED PHYSICAL EFFORT

Performs heavy cleaning and moving, lifting, shoveling, climbing ladders, scaffolds, etc., standing for a long period of time while using a vacuum cleaner, pushing a dust mop, using a buffing machine and/or wet/dry vacuum.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus up to three (3) years of related experience, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Must possess a valid Connecticut motor vehicle driver's license.

BOS APPROVED:

WARRANTY DEED - STATUTORY FORM

KNOW ALL PERSONS BY THESE PRESENTS, that JOLYNN ENTERPRISES II, LLC, a Connecticut limited liability company with a place of business located in the Town of Ellington, County of Tolland and State of Connecticut, acting herein by Scott Luginbuhl, a member, duly authorized, in consideration of the granting by the Town of Ellington Planning and Zoning Commission of a subdivision approval for a subdivision known as "Crestwood Estates IV" which subdivision is shown on a map entitled, "Boundary Plan Prepared For Crestwood Estates IV Benjamin Drive & Ellsworth Lane Ellington, Connecticut Tarbell, Heintz & Assoc., Inc. East Hartford, CT Date: 12-30-04 Revision 1-27-05 Sheet No. 3 of 15" (the "Map") does hereby grant, bargain sell and convey to the TOWN OF ELLINGTON, a municipality having its territorial limits within the County of Tolland and State of Connecticut, its successors and assigns forever, with WARRANTY COVENANTS, the portions of the Grantor's property that are shown on the Map as "Ellsworth Lane" and the extension of "Benjamin Drive".

Said Ellsworth Lane and the extension of Benjamin Drive are conveyed to the Grantee herein for the purpose of being used as a public highway.

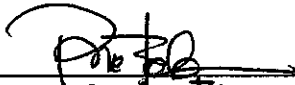
Grantor reserves the right to convey, and said Ellsworth Lane and the extension of Benjamin Drive are subject to, any public utility easement, of whatever nature or kind, which the Grantor may grant or otherwise convey to any public or private utility company, including but not limited to The Connecticut Light and Power Company and The Connecticut Water Company.

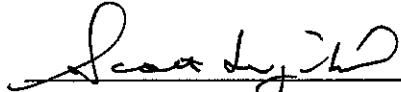
Subject to any and all provisions of any ordinance, municipal regulation or public or private law.

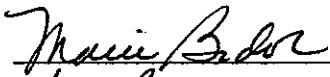
Signed this 27th day of June, 2005.

Witnesses:

JoLynn Enterprises, LLC


Bruce P. Fader


By: Scott Luginbuhl
Its: Member, Duly Authorized


Marie Bedor

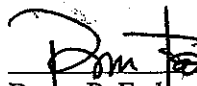
STATE OF CONNECTICUT)

) ss. Ellington

COUNTY OF TOLLAND)

On this 27th day of June, 2005, before me, Bruce P. Fader, the undersigned officer, personally appeared, Scott Luginbuhl, who acknowledged himself to be a member of JoLynn Enterprises II, LLC, a member managed Connecticut limited liability company, and that he, as such member, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the limited liability company by himself as such member.

In witness whereof I hereunto set my hand.


Bruce P. Fader
Commissioner of Superior Court

**CUL-DE-SAC EASEMENTS -
STATUTORY WARRANTY DEED**

KNOW ALL PERSONS BY THESE PRESENTS, that It, JOLYNN ENTERPRISES II, LLC, a Connecticut limited liability company with a place of business located in the Town of Ellington, County of Tolland and State of Connecticut, acting herein by Scott Luginbuhl, a member, duly authorized, in consideration of the granting by the Town of Ellington Planning and Zoning Commission a subdivision approval for a subdivision known as "Crestwood Estates IV" which subdivision is shown on a map entitled, "Boundary Plan Prepared For Crestwood Estates IV Benjamin Drive & Ellsworth Lane Ellington, Connecticut Tarbell, Heintz & Assoc., Inc. East Hartford, CT Date: 12-30-04 Revision 1-27-05 Sheet No. 3 of 15" (the "Map") does hereby grant, bargain sell and convey to the TOWN OF ELLINGTON, a municipality having its territorial limits within the County of Tolland and State of Connecticut, its successors and assigns forever, with WARRANTY COVENANTS, a temporary cul-de-sac easement over and upon certain portions of the Grantor's property shown on the Map as "Note: This Property Reverts Back To Abutting Property Owners When Street is Extended. Pavement Removal, Grading, Seeding And All Other Work Incidental To The Removal Of The Temporary Cul-De-Sac is The Complete Responsibility Of The Developer Extending The Street," which portions are located on the easterly side of part of "Lot #11 ST 44 A.P.N 118-004-0008" and on the westerly side of part of "Lot #13 ST 43 A.P.N 118-004-0016."

The Easement areas are defined on the Map while the terms of the easement are hereafter set forth. The Grantor hereby gives, grants, bargains and sells unto the Grantee temporary easements as shown on the Map for all highway purposes for which the roadway itself is or could be used and subject to all of the regulations as to use and traffic which have been or may be imposed upon such area as part of the town highway system. This easement shall automatically terminate at such time as the roadway is extended and the extended road is accepted by the Town.


The Grantor reserves for itself, its successors and assigns the right to use the easement areas provided the use does not interfere with the described purposes set forth above.

All provisions hereof shall bind, and the benefits and advantage shall inure to, the respective heirs, successors and assigns of the parties hereto.

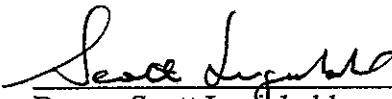
IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal by its member this 16th day of June, 2005.

Signed, Sealed and Delivered
In Presence Of:

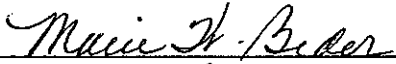
JoLynn Enterprises II, LLC



Bruce P. Fader



By: Scott Luginbuhl
Its: Member, Duly Authorized

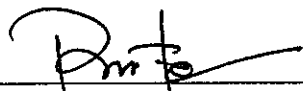


Marie W. Bedor

STATE OF CONNECTICUT)
COUNTY OF TOLLAND) ss. Ellington

On this 16th day of June, 2005, before me, Bruce P. Fader, the undersigned officer, personally appeared, Scott Luginbuhl, who acknowledged himself to be a member of JoLynn Enterprises II, LLC, a member managed Connecticut limited liability company, and that he, as such member, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the limited liability company by himself as such member.

In witness whereof I hereunto set my hand.



Bruce P. Fader
Commissioner of Superior Court